



The Pipeline

Staff Volunteers Clean Roadside

By Anya Armes Weber

Eight cabinet employees braved the chilly, windy weather to take part in the Adopt-a-Highway program March 21.



Frankfort's roadways were tended to by several participating state agencies, including the Governor's Office, led by Gov. Paul Patton.

The Cabinet for Families and Children's 2.176-mile stretch is along Georgetown Road from the U.S. 60/U.S. 421 intersection to the bridge over the South Fork of Elkhorn Creek.

Led by coordinator Lisa Wallace, other Cabinet participants were Karen Asher, Wanda Carr, Joyce DeAeth, Zenas English, Mark Fincel, Mary Gaetz and Deputy Secretary Tim Jackson.

English, who works in the Department for Disability Determination Services, said he used to do community service with his college fraternity and thought the roadside cleanup was "a good way to give back to the community."

Carr and English paired up during the project. "With the wind like it is, someone has to control the garbage bag," while the other fills it, said Carr, who works in the Office of Technology Services. "One person couldn't handle it."

Adopt-a-Highway is an international volunteer-based roadside litter organization. Kentucky's program started in 1988 and is administered by the Transportation Cabinet. About 1,600 groups have adopted 6,600 miles of state-maintained roads and pledged to clean them four times a year.



Karen Asher of the Kentucky Commission on Volunteerism and Community Service office works near Crestview Baptist Church on March 21.



Deputy Secretary Tim Jackson cleans his assigned area.



Joyce DeAeth and Mary Gaetz, foreground, and Zenas English and Wanda Carr, background, search for roadside trash.

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The Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, KY

Kentucky's State Library: The Information Place

*Nancy Houseal, Librarian, Department for
Libraries and Archives*

Do you need current research on helping children at risk? Do you need statistical information for a report? Whatever your information need, the State Library can help.

The State Library, a division of the Kentucky Department for Libraries and Archives, is dedicated to serving the information needs of all state government employees. Hours are 8:00 A.M. to 4:30 P. M. EST, Monday through Friday.

The State Library's collections and services have been tailored to serve your work-related information needs. The State Library offers audiovisual materials for information and training, electronic databases for research, management resources, test study guides, computer manuals, materials on Kentucky and Kentucky history, magazines, newspapers, and sound recordings on cassette and CD. Much of the State Library's collections can be accessed through its online catalog at <http://kdla.kyvl.org>. *If what you need is not available in our collections, we will get it for you.*

Professional librarians are available to answer reference and research questions and to provide assistance in locating information that supports the business of state government. Questions may be submitted by telephone by calling (502) 564-8300, ext. 342 or toll free at (800) 928-7000, ext. 342. Questions may also be submitted through the "Ask a

Librarian" e-mail reference service at <http://www.kdla.net/statelib/Asklib.htm>. The Reference Section also maintains resource lists for selected management, personal development and health topics. These lists may be found on the library's web site at <http://www.kdla.net/statelib/SLSResources.htm>.

The Audiovisual Section of the State Library maintains a collection of videos and films which may be checked out by state government employees for personal as well as professional use. A complete listing of all videos and films can be found in the 2000 Film/Video Catalog. These catalogs are available upon request while quantities last. The Audiovisual Section also checks out equipment (overhead projectors, slide projectors, and folding screens) to state government employees in Frankfort. For assistance with video or film materials or equipment, contact the Audiovisual Section at (502) 564-8300, ext. 361 or toll free at (800) 928-7000, ext. 361.

If you wish to check out materials from the State Library, you need a valid library card. To obtain a library card, complete an application in person or online at <http://www.kdla.net/statelib/librarycard.htm>. An application can also be mailed (either by state Messenger Mail or U. S. Postal Service) or faxed by calling the Circulation Desk at (502) 564-8300, ext. 337 or toll free at (800) 928-7000, ext. 337.

State employees who work in Frankfort may pick up and return library materials at the Circulation Desk. The library is located at 300 Coffee Tree Road, adjacent to the Vietnam Veterans Memorial. Work-related materials may also be delivered and returned by Messenger Mail. State employees outside Frankfort may have work-related materials shipped directly to their offices via UPS.

The motto of the Kentucky Department for Libraries and Archives is "Serving Kentucky's Need to Know." So think of the State Library for the answer to your work-related information needs.

More information on the State Library's collections and services may be found online at <http://www.kdla.net/statelib/libraryservices.html>.

Sunday Is Flex Account Deadline

By Anya Armes Weber

For employees who've put it off, this weekend is the deadline to file for reimbursement from their 2001 Commonwealth Choice Flexible Spending Accounts.

Request forms and receipts for last year's health services must be postmarked by Sunday, March 31.

Hunt, Dupree and Rhine, the account's administrator, has an automated phone line to check on balances and claims: (800) 413-6706. You must enter your Social Security number to get information. If you need to speak with an administrator, call (800) 403-2839.

Access your account information online at <https://www.online-enrollment.com/HDR/Login.asp>. Have handy your Social Security number and the four-digit PIN from your quarterly statement.

The ABCs of EAL

"The ABCs of EAL" features tips that can help us improve our relationships with coworkers and our service to the families of Kentucky.



This week: H

High-performing teams solve more complex problems and make better decisions. These teams have good communication, a clear definition of roles and a common purpose. High commitment and involvement are also necessary for teams to perform well. Remember the saying: "A chain is only as strong as its weakest link."